

ENERGY STAR® HIGHER EDUCATION BENCHMARKING INITIATIVE SUPPLEMENTAL INFORMATION FORM

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August 2020

Overview and objectives

Thank you for your interest in ENERGY STAR's Higher Education Benchmarking Initiative. Please complete this [Supplemental Information Questionnaire](#) to the best of your ability in order to provide us with some key characteristics about your institution to inform the data analysis process.

Please note that this PDF version of the Questionnaire is for reference only. EPA will only be accepting Supplemental Information Questionnaire responses via the online form provided above.

If you are submitting multiple campuses, please complete a separate form for each.

Thank you in advance for completing this form. We strongly encourage participants to benchmark their campuses using the guidance provided in the "Preparing Campus-Level Data in ENERGY STAR® Portfolio Manager®" section of the ENERGY STAR HEBI Guidance Document prior to completing this supplemental information form. If you have any questions, please reach out to Sarah Dieck (sdieck@retechadvisors.com) and we will follow up with you.

Section 1

General Information

1. Name of Higher Education Institution *

If you are submitting more than one campus, please complete separate Supplemental Information forms for each, and differentiate and describe your campuses using the Property Name field in Portfolio Manager (i.e., please do not submit two campuses named "Boston University", but please do submit "Penn State –State College" and "Penn State – Altoona").

2. Portfolio Manager Property ID *

This will allow us to match your Portfolio Manager data request information to your Supplemental Information questionnaire responses. Your property's Portfolio Manager Property ID number can be found under your property's name and address in the top nav bar.

3. Main point of contact- Name (first/last) *

4. Main point of contact- Position title *

5. Main point of contact- Email address *

6. Main point of contact- Phone number

[Response must be a numerical value]

7. Locale or setting of institution's campus *

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, there's a navigation bar with "MyPortfolio", "Sharing", "Reporting", and "Recognition". Below this, the property name "EPA University" is displayed. To the left of the address is a building icon. The address is "1234 5th St NW, Washington, DC 20004" with a "Map It" link. Below the address, the "Portfolio Manager Property ID" is shown as "12062292", which is highlighted with a red box. Below the ID, it says "Year Built: 1950" and there is an "Edit" link with a pencil icon.

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Please select the option that best aligns with your institution. Definitions are consistent with the Association for the Advancement of Sustainability in Higher Education (AASHE) STARS®2.2 Technical Manual and can be found on the U.S. Department of Education National Center for Education Statistics IPEDS website. To find your institution, click [here](#) and go to “Look Up an Institution” to search for your institution name. Campus setting information can be found under the “Institution Characteristics” section. See the [NCES Locale Classifications and Criteria](#) framework to learn more about these definitions.

[Drop down]

- | | |
|----------------------|-------------------|
| A. City- Large | G. Town- Fringe |
| B. City- Midsize | H. Town- Distant |
| C. City- Small | I. Town- Remote |
| D. Suburban- Large | J. Rural- Fringe |
| E. Suburban- Midsize | K. Rural- Distant |
| F. Suburban- Small | L. Rural- Remote |

8. Carnegie Classification *

Please select the option that best aligns with your institution. See the [Basic Classification Methodology](#) developed by the Carnegie Commission on Higher Education for additional information.

- | | |
|--------------------------------------|---------------------------------------|
| A. Doctoral University | E. Associate's College |
| B. Master's College or University | F. Special Focus Institution (2-year) |
| C. Baccalaureate College | G. Special Focus Institution (4-year) |
| D. Baccalaureate/Associate's College | H. Tribal College |

9. Carnegie Classification categories/subsets (Questionnaire respondents will be led to the appropriate subset options after answering question 8, above.) *

These definitions are consistent with the [Basic Classification Methodology](#) developed by the Carnegie Commission on Higher Education and can be found on the U.S. Department of Education National Center for Education Statistics IPEDS website. To find your institution, click here and go to “Look Up an Institution” to search for your institution name. Carnegie Classification information can be found under the “Institution Characteristics” section.

- A. Doctoral University
 - i. R1: Doctoral Universities – Very high research activity
 - ii. R2: Doctoral Universities – High research activity
 - iii. D/PU: Doctoral/Professional Universities
- B. Master's College or University
 - i. M1: Master's Colleges and Universities – Larger programs
 - ii. M2: Master's Colleges and Universities – Medium programs
 - iii. M3: Master's Colleges and Universities – Smaller programs
- C. Baccalaureate College

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- i. Arts & Sciences Focus
- ii. Diverse Fields
- D. Baccalaureate/Associate's College
 - i. Mixed Baccalaureate/Associate's Colleges
 - ii. Associate's Dominant
- E. Associate's College
 - i. High Transfer-High Traditional
 - ii. High Transfer-Mixed Traditional/Nontraditional
 - iii. High Transfer-High Nontraditional
 - iv. Mixed Transfer/Career & Technical-High Traditional
 - v. Mixed Transfer/Career & Technical-Mixed Traditional/Nontraditional
 - vi. Mixed Transfer/Career & Technical-High Nontraditional
 - vii. High Career & Technical-High Traditional
 - viii. High Career & Technical-Mixed Traditional/Nontraditional
 - ix. High Career & Technical-High Nontraditional
- F. Special Focus Institution (2-year)
 - i. Health Professions
 - ii. Technical Professions
 - iii. Arts & Design
 - iv. Other Fields
- G. Special Focus Institution (4-year)
 - i. Faith-Related Institutions
 - ii. Medical Schools & Centers
 - iii. Other Health Professions Schools
 - iv. Engineering Schools
 - v. Other Technology-Related Schools
 - vi. Business & Management Schools
 - vii. Arts, Music & Design Schools
 - viii. Law Schools
 - ix. Other Special Focus Institutions
- H. Tribal College
 - i. (no subsets)

10. Institutional Control *

Please select the option that best aligns with your institution. See "Control of Organization" on page 5 of the U.S. Department of Education National Center for Education Statistics [IPEDS Data- Variable Descriptions document](#) for definitions.

- A. Public
- B. Private not-for-profit

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C. Private for-profit

11. Does your institution have a formal sustainability or energy management program or plan in place? *

- A. Yes
- B. No
- C. Other:

12. Endowment size (US dollars) *

The U.S. Department of Education National Center for Education Statistics defines [endowment funds](#) as: "Funds whose principal is nonexpendable (true endowment) and that are intended to be invested to provide earnings for institutional use. Also includes term [endowments](#) and [funds functioning as endowment](#)."

If your institution's endowment fund is distributed between several campuses, including those which are not included in the campus boundary for this HEBI submission, please provide your best estimate for the portion of the endowment fund allotted to this campus submission, for example, by proportion of student body.

[Response must be a numerical value]

13. 2019 Full-time equivalent student enrollment (undergraduate and graduate) at your campus using fall student headcounts *

The U.S. Department of Education National Center for Education Statistics (NCES) defines FTE of students as a unit of measurement intended to represent one student enrolled full-time for one academic year. See the definition for "Calculation of FTE students (using fall student headcounts)" in the NCES [IPEDS Glossary](#) for more information about calculating this value.

This information can most efficiently be retrieved from your campus's institutional research & data department's website, or by reaching out to the department's staff directly. Fall 2019 enrollment data may also be available on the [NCES College Navigator](#) under "Enrollment: Total Enrollment/Undergraduate Attendance Status/Graduate Attendance Status" to help calculate this value.

[Response must be a numerical value]

14. 2019 Full-time equivalent of employees (staff + faculty) at your campus *

According to the U.S. Department of Education National Center for Education Statistics [IPEDS Glossary](#) definition for "FTE staff," the number of full-time equivalent staff is calculated by summing the total number of full-time staff from the [Employees by Assigned Position \(EAP\)](#) component and adding one-third of the total number of part-time staff.

Fall 2019 employment information may be available through your campus's institutional research & data department's website, or by reaching out to the department's staff directly.

[Response must be a numerical value]

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15. Please indicate the number of 2019 Fall term headcount of residents living in university-owned housing included within your campus boundary, including housing buildings that your institution fully leases. *

As per the AASHE STARS®2.2 Technical Manual, the number of on-campus residents should include the following:

- Number of student residents on-site
- Number of employee residents on-site
- Number of other individuals residing on-site (e.g., family members of employees, individuals lodging on-site by average occupancy rate, and/or staffed hospital beds)

[Response must be a numerical value]

16. Please indicate the number of 2019 Summer term headcount of residents living in university-owned housing included within your campus boundary, including housing buildings that your institution fully leases.

See AASHE STARS® 2.2 Technical Manual definition of “number of on-campus residents” in the previous question.

[Response must be a numerical value]

17. Are you willing to share that your institution is participating in the ENERGY STAR Higher Education Benchmarking Initiative? *

Regardless of whether you choose to share your participation status with the broader ENERGY STAR network, your data and performance results will remain completely anonymous.

- A. Yes
- B. No

18. Please indicate which NCAA athletic conference(s) your institution participates in. *

See the [NCAA Active Member Directory](#) for more information.

Section 2

Campus Boundary and Features

The following questions collect information regarding the specific campus boundary for this HEBI submission. This will help our team identify appropriate peer groups for comparison purposes.

19. Which of the following features are present on campus that you are submitting? *

Please select all that apply. The following features are consistent with the AASHE STARS®2.2 Technical Manual institutional boundary reporting fields.

- A. Agricultural school
- B. Medical school

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- C. Other professional school(s) with labs and clinics (e.g., dental, nursing, pharmacy, public health, veterinary)
- D. Museum
- E. Satellite campus
- F. Hospital
- G. Farm larger than 2 hectares (5 acres)
- H. Agricultural experiment station larger than 2 hectares (5 acres)
- I. None of the features above are included within the campus boundary
- J. Other:

20. How many stadiums are present on the campus you are reporting? *

- A. 0
- B. 1
- C. 2
- D. 3
- E. 4 or more

21. What is the seating capacity of all stadiums? *

[Response must be a numerical value.]

22. How many indoor arenas (such as for basketball) are present on the campus you are reporting? *

Please exclude ice rinks. Ice rinks will be accounted for in the later in Section 2.

- A. 0
- B. 1
- C. 2
- D. 3
- E. 4 or more

23. What is the seating capacity of all indoor arenas? *

[Response must be a numerical value.]

24. How many ice rinks are present on the campus you are reporting? *

- A. 0
- B. 1
- C. 2
- D. 3
- E. 4 or more

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25. What is the seating capacity of all ice rinks? *

[Response must be a numerical value.]

26. Does your institution have sub-metering installed for individual campus buildings? *

- A. Yes, all campus buildings are sub-metered for all fuels
- B. Yes, some campus buildings are sub-metered for all fuels
- C. Yes, all campus buildings are sub-metered for some fuels
- D. Yes, some campus buildings are sub-metered for some fuels
- E. No, our campus does not have sub-metering installed for any campus buildings

Section 3

Energy Intensive Floor Area

The following questions collect floor area of energy-intensive spaces that you may have on your campus. The floor area of these spaces should be reflected in your response in the Total Gross Floor Area you are submitting to the Higher Ed Benchmarking Initiative through the Portfolio Manager data request. If you do not have one or more of the following space types on your campus, please type in "0". Please respond to the best of your ability.

27. Floor area of laboratory space (sq. ft.) *

Please include floor area for all types of lab spaces, including but not limited to biology, chemistry, vivarium, and physics/engineering labs.

[Response must be a numerical value]

28. Floor area of healthcare space (sq. ft.) *

Response should reflect all healthcare space included in the institutional boundary as reported in the first question of Section 2, e.g. medical campuses, hospitals, other professional school(s) with healthcare spaces such as labs or clinics.

[Response must be a numerical value]

29. Do you have other energy intensive spaces that you would like to report? *

As per The Association for the Advancement of Sustainability in Higher Education (AASHE) STARS®2.2 Technical Manual, other facilities that the institution has determined to have an average energy use intensity (EUI) that is at least twice that of office/administrative space may also be counted as "other energy intensive space", e.g., data centers, food production space, convenience stores.

Space types that do not typically qualify as energy intensive include classrooms, offices, residence halls, auditoriums, gymnasiums, arenas/stadiums, clinics, storage facilities, and convention centers.

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If you select "Yes" the next two fields will ask you to input any additional energy intensive space types that you would like to report and their associated square footage values. If you select "No" you will be directed to Section 4.

- A. Yes
- B. No

30. Please specify the additional energy intensive space types on your campus that you would like to report. *

If reporting multiple space types, please separate each using a semicolon. (For example: Data center; Food production space; Convenience store.)

31. Please indicate the floor area of the additional energy intensive spaces referenced in the prior question (sq. ft.) *

If multiple space types were reported above, please separate each in the same order as above using a semicolon. (For example: 25,000; 70,000; 6,000)

[Response must be a numerical value]

Section 4

Central Utility Plants

32. Does your institution have an onsite central utility plant? *

- A. Yes
- B. No

33. What input fuels does your central utility plant use? *

Please select all that apply.

- A. Natural gas
- B. Coal
- C. Fuel oil
- D. Bio-fuel
- E. Other:

34. What type of energy/utility does your central utility plant produce? *

Please select all that apply.

- A. Electricity
- B. Steam

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- C. Chilled water
- D. Domestic hot water
- E. Other:

35. Are there other drivers of energy use on your campus that were not accounted for in this questionnaire? Please describe.